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CONSTITUTION OF THE ASSOCIATED STUDENTS GOVERNMENT OF IMPERIAL VALLEY COLLEGE

(Adopted April 11, 1967)
Modified April 2, 2007 & April 30, 2012

PREAMBLE

We, the Associated Students Government of Imperial Valley College, in order to promote the recreational and social needs of students, to develop skills in self-government, and to contribute to the general welfare of Imperial Valley College, do hereby establish this constitution; pledging ourselves to exercise the privileges of self-government with caution and discretion.

ARTICLE III
(Organization and powers of the Senate)

All legislative powers granted under this Constitution shall be vested in a Senate of the Associated Students Government of Imperial Valley College. The senate shall be composed of thirteen members of the Association elected at large in the manner set forth below for a period of one calendar year.

Except as otherwise provided for herein, eight members of the Senate shall have completed one semester of course work at Imperial Valley College at the time of their election, and shall be deemed Senior Senators. Five members of the Senate shall have completed fewer than six units of course work at Imperial Valley College at the time of the their election and shall be deemed Junior Senators.

When vacancies occur in the Senate they shall be filled by a majority vote of the Senate. No limitations of course work shall be imposed upon any student selected to fill a vacancy; but the term of any member selected to fill a vacancy shall end at the conclusion of the spring semester of the academic year in which the member has been appointed.

A majority of the Senate members shall constitute a quorum to do business. The Senate shall provide for its own rules, and may require the attendance of its members. Each Senate member shall have one vote, and each may hold an appointive office under this Constitution.

The Senate shall meet at least once in each five-day class week throughout the academic year except during final examinations and vacations. It shall also meet pursuant to a call by the President of the Association or by an official of Imperial Valley College, or on the petition of one-third of the entire Senate.

The Senate shall elect from its own membership a president pro-tempore who shall be ex-officio Vice-President of the Associated Students Government of Imperial Valley College. The president pro-tempore shall exercise the office of President in the absence of the latter, and shall succeed to the office of President on the disqualification or resignation of the President.

The Senate may establish any forms of membership in the Association not otherwise provided for herein as it deems fit; establish rules governing the price and use of membership stickers in the Association; establish rules governing the election of all officers under this Constitution; establish rules governing the recognition and regulations of any campus organization of students; authorize an annual budget and establish rules governing the expenditure of funds of the Association; establish and those of recognized campus organizations; enact any rules and regulations which shall be necessary to carry out the provisions of this Constitution; and enact any rules necessary and proper to promote the general welfare of the Association.

The Senate may provide for, as it deems fit, the selection of class officers, cheerleaders, song leaders, editors of campus publications, or any other officers of the Association; provide for a council representing all campus student organizations; and establish the qualifications and duties for any office created pursuant to this Constitution.

The Senate may impeach and remove from office any elected or appointed officer under this Constitution by a four-fifths vote of all Senate members.

ARTICLE VI
(Amendments to Constitution)

This Constitution may be amended by a two-thirds vote of all members of the Senate and two-thirds of the metitoftitoftu-0.005 Tc 0.005 Tw -22[Tc 0ittoc7(t(t)-a7(t0.005)-2(a1 Tc)11f 00.005)-2(ng)-2(a)-0

(9) Any student who meets the unit requirements to hold an elected or appointed office at the time the student is elected or appointed shall be allowed to complete that term of office even though the student's total units may exceed the limit.

(10) No student may serve as Associated Students Government President for more than one term, unless the student assumed the position of President in the absence or disqualification of the President.

(11) No student may hold the office of Senate Member during more than two Senates.
(a) A student who has held the office of President may not serve on the Senate, unless the assumed the position in the absence or disqualification of the President.

TITLE II - OFFICERS OF THE ASSOCIATION

(1) There may be the following officers of the Association, viz: A Treasurer, a Secretary, Parliamentarian and an Election Officer.

(2) The Treasurer of the Association should draft and submit an annual budget of the Association, make reports to the Senate and the Association generally on the fiscal affairs of the Association and serve as Fiscal Control Officer.

(3) The Secretary of the Association shall keep the records and conduct the correspondence of the Association and the Senate.

(3) No student shall hold the office of senior editor or continue to serve in such office who fails to meet the requirements for constitutional officers as stated in Articles II of the Constitution of 1967, or who has completed 70 degree applicable units.

(4) No senior editor shall be required, as a condition of office, to enroll or maintain enrollment in any course of journalism.

(5) The senior editor of Association publications shall be appointed no earlier than the first day of April. The President of the Association shall appoint (with the approval of the Senate) such editors whenever the offices are vacated by resignation or disqualification.

(6) The senior editors of Association publications shall be free to appoint and dismiss subordinate officers and reporters, Title I of this resolution notwithstanding, and conduct the operations of their respective publications.

(7) Any publication produced under this resolution shall be the sole legal and editorial responsibility of the editors and shall include appropriate disclaimers and a list of the editorial staff.

TITLE IV - COMMISSIONS OF THE ASSOCIATION

(1) There shall be the following commissions of the Association, viz: an Athletics Commission, a Campus Culture Commission, a Student Affairs Commission and a Student Publicity Commission.

(2) The President of the Association shall designate a chairperson of each commission. The chairperson of each commission shall designate a vice-chairperson. The chairperson of each commission shall be the presiding officer thereof and the vice-chairperson shall be its secretary. Each commission member shall have one vote.

(3) Each commission shall have no fewer than three nor more than seven members. No more than two members of each commission may be Senate Members. No student shall serve concurrently on more than two commissions.

(4) The chairperson of each commission appointed under this title shall have the power to appoint temporary assistants to the commission, Title I of this resolution notwithstanding.

(5) Each commission of the Association may establish under its own authority reasonable procedure governing the operation of its respective activities, provided such procedures do not conflict with the Constitution and rules of the Association.

(6) The Athletics Commission shall help coordinate an intramural athletic program and perform such other duties related to campus athletics assigned to it by the President.

(7) The Campus Culture Commission shall conduct art shows and musical productions in cooperation with the Dean of Student Development & Campus Events and perform other duties related to campus culture assigned to it by the President.

(8) The Student Activities Commission shall conduct Basketball Homecoming, Arab Sweetheart Coronation, and perform other duties related to student activities assigned by the President.

(9) The Student Affairs Commission shall conduct Freshman and general student orientation to the campus, implement the awards policy of the Association and perform other duties related to student affairs assigned by the President.

(10) The Student Publicity Commission shall organize and maintain an official calendar of student activities, publicize the activities of the Association both on and off campus and perform other duties related to student publicity assigned by the President.

(11) The President of the Association may establish ad hoc commissions of the Association for a period not to exceed one calendar year under the authority of this resolution, provided that such commissions are organized in the manner set forth herein.

(12) Each commission of the Senate may request the advisory service of a faculty or staff member who will be allowed to vote on the commission. The Dean of Student Development & Campus Events is advisor to all commissions.

TITLE V - REPRESENTATIVES TO ORGANIZATIONS OUTSIDE THE ASSOCIATION

(1) The President of the Association or his/her appointed designate shall represent the Association before any organization outside the Association.

(2) The President of the Association shall publish the names of organizations before which the Association is represented and the names of the students authorized as his/her designates.

TITLE VI - CABINET OF THE PRESIDENT OF THE ASSOCIATION

(1) The provisions of Title I of this resolution shall not apply to this Title.

(2) There shall be a Cabinet of the President of the Association composed of the presidents of all chartered campus student organizations and the vice president of the Senate.

(3)

RULES GOVERNING THE ASSOCIATED STUDENTS GOVERNMENT SENATE OF IMPERIAL VALLEY COLLEGE

Amended by Board of Trustees action, 8/4/71, 8/15/73, 9/10/75, 8/9/78, 10/14/87, 10/09/91

Policy directed by Associated Students Government Senate

RULE I

RULE IV -

(e) Reports of officers of the Association in the following order: President, Treasurer, Secretary, Parliamentarian, Elections Officer, chairperson of the five permanent commissions and other officers:

Each officer must make a report or state that there is no report. After each report the presiding officer shall ask for questions concerning the report. During reports the following motions may be offered:

(1) A motion to request an officer to make a report on a particular matter at a later date.
(2) A motion to refer a report of an officer to a committee of the Senate. No other motions permitted except a motion to adjourn.

(f)

RULE VI - MOTIONS

(1) All motions shall require a second, except those of committee chairperson to adopt legislative proposals.

(2) Any motion, except the motions of committee chairperson to adopt legislative proposals, may be withdrawn or modified by the maker (without second) at any time before the motion is amended and voted upon.

(3) When no motion is pending before the Senate the presiding officer may entertain any appropriate motion.

(4) The following motions may be debated: (a) a motion to adopt a proposal; (b) a motion to lay on the table; (c) a motion to postpone consideration; (d) a motion to commit or recommit to a committee; and (e) a motion to amend. No other motions shall be debated and all motions shall be decided by a majority vote of members present

The Student Activities Commission shall consist of no fewer than three and no more than seven members. No more than two members may be Associated Students Government Members.

The Student Activities Commission shall be responsible for Basketball Homecoming, Arab Sweetheart Coronation, and other duties related to student activities as assigned by the Associated Students President.

The responsibilities of the Committee for each of these events are:

(a) Basketball Homecoming: (Schedule permitting) The Student Activities Commission shall plan such activities as a homecoming dance and selection/and coronation of a homecoming queen.

(4) **Student Affairs Commission**

The chairperson of the Student Affairs Commission shall be designated by the Associated Students Government President. The vice-chairperson shall be designated by the chairperson.

The Student Affairs Commission shall consist of no fewer than three and no more than seven members. No more than two members may be Associated Students Government Members.

The Student Affairs Commission shall be responsible for conducting Freshman and general student orientation to the campus, executing the awards policy of the Association and performing other duties related to student affairs that may be assigned by the Associated Students Government President.

The specific duties of the Student Affairs Commission are as follows:

(a) Freshman Orientation: The Student Affairs Commission shall assist the counseling department with orientation programs, for the Fall Semester.

(b) Registration: The Student Affairs Commission shall be responsible for assisting students during registration.

(c) Promotion: The Student Affairs Commission shall assist the Counseling Department in promoting the College.

5) **Student Publicity Commission**

The chairperson of the Student Publicity Commission shall be designated by the Associated Students Government President. The vice-chairperson shall be designated by the chairperson.

The Student Publicity Commission shall consist of no fewer than three and no more than seven members. No more than two members may be Associated Students Government Members.

The Student Publicity Commission shall be responsible for organizing and maintaining an official calendar of student activities, publicizing the activities of the Association and performing other duties related to publicity as assigned by the Associated Students Government President.

AWARDS ACT OF 1967

Adopted 3/28/67, amended 4/10/69, 5/12/69, 5/22/69, 4/27/70, 10/15/73, 8/9/78, 8/8/79, 9/10/80, 11/14/84, 10/09/91, 04/07/03

Policy directed by Associated Students Government Student Affairs Commission

(1) **Ms. Freshman, Mr. Freshman, Ms. Sophomore and Mr. Sophomore Awards**

(a) The Associated Students Government Student Affairs Commission selects three nominees for each award (minimum 2.0 grade point average applies)
(b) Ballot to be submitted to student body during Spring campus election - no publicity permitted
(c) Perpetual plaque
(d) Recipients receive certificate at Spring Awards Program

(2) **Special Award**

(a) Student award only
(b) Student Affairs Committee approves nominees
(c) Recipients selected by Associated Students Government Student Affairs Commission
(d) Need not be an annual award - may be more than one recipient each year
(e) Recipients receive plaques
(f) Recipients announced at Spring Awards Program
(g) Awarded to students on the basis of extraordinary contributions and services rendered to the campus and the students of Imperial Valley College
(h) Winning another award should not be used as criteria for this award

(3) **Arab Award**

(a) Imperial Valley College's highest activities program /P <</MCID 18 >>11(m)19ti07Ioh5(r)7(i)-5b 0 Td (

(d) Signed certificates for each member of the organization
(e) Presented at Spring Awards Program

(6) **Outstanding Athlete-Scholar Award**

(a) Coaches submit their nominees to Director of Athletics
(b) Director of Athletics nominates three sophomores with at least a 3.0 grade point average for all course work completed
(c) Associated Students Government Student Affairs Commission selects winner
(d) Plaque presented to recipient by the Associated Students at the Spring Awards Program

(7) **American Legion Award**

(a) Male and Female Student Award
(b) Faculty nominations to be received by the Dean of Student Development & Campus Events
(c) Recipients selected by a secret faculty vote
(d) Individual awards presented by the American Legion at Spring Commencement

(8) **Associated Students Government President's Honorary Life Membership in Imperial Valley College Associated Students**

(9) **Division Award**

(a) Division chairperson submits name of one winner
(b) Student Affairs Commission will provide a plaque for each Division winner
(c) Presented at the Spring Awards Program

(10) **Department Award**

(a) Division chairperson submits the name of one winner from each department within his/her division
(b) Student Affairs Commission will provide a certificate for each recipient
(c) Presented at Spring Awards Program

(11) **Perpetual Plaques**

(a) The Student Affairs Committee approves nominees
(b) The Associated Students Government Affairs Committee selects winner (s)
(c) Need not be awarded annually
(d) For extraordinary contributions to the school as a whole by students, faculty or community groups or individuals

BUDGET AND ACCOUNTING ACT OF 1968

Amended 5/21/68, 12/12/68, 8/15/73, 11/14/84, 10/14/87, 10/09/91, 12/09/98, 6/1/11, 4/30/12

Policy directed by Associated Students Government Finance Committee

TITLE I - THE FISCAL AFFAIRS OF THE ASSOCIATION

(1) It is the sense of the Student Senate that the Associated Students Government of Imperial Valley College should be free to conduct their fiscal affairs consistent with the Education Code of the State of California.

(2) It is the sense of the Student Senate that all income received by the Association, regardless of source, is for the general use of the Association to meet its obligations and to provide for its social and recreational needs.

(3) It is the sense of the Student Senate that funds should not be appropriated or expended from the treasury of the Association for which there is no prior authority set down in its rules, resolutions and budgets.

(4) It is the sense of the Student Senate that the officers and members of the Association are entitled to accurate and periodic reports of its income and expenditures.

(5) It is the sense of the Student Senate that the Association Treasurer serves as the Fiscal Control Officer of the Associated Students Government.

TITLE II - THE BUDGET OF THE ASSOCIATION

(1) The Association shall budget its projected income and expenditures and other accounts for each calendar year. The fiscal year of the Association shall correspond to that of the District.

(2) The Association budget shall be organized similar to that of the District.

(3) No later than May 1 of each year the Finance Committee of the Senate shall submit to the Senate

TITLE III - ACCOUNTING

(1) Encumbrances against the general expense, capital outlay and reserve accounts of the Association shall be authorized by the Fiscal Control Officer of the Association. All encumbrances shall be

TITLE V - OTHER FISCAL PROCEDURES

PROCEDURES FOR SPENDING ASSOCIATED STUDENTS GOVERNMENT SENATE FUNDS

Questions should be directed to the Associated Students Government Treasurer

(1) All persons wishing to expend Associated Students Government funds must comply with the following procedures:

(a) Requisitions, complete with prices and full description of items to be purchased, must be

PROCEDURES FOR SPENDING CAMPUS ORGANIZATION FUNDS

Questions should be directed to the Associated Students Government's designated Bookkeeper

(1) All persons wishing to spend funds in a Campus Organization account must comply with the following procedures

(a) Requisitions, complete with prices and full descriptions of items to be purchased, must be submitted for approval at least two days prior to the needed purchase date.

(b) All requisitions must be signed and approved by the Club Advisor, Club Officer, the Dean of Student Development & Campus Events and/or Agents by Law or Agents in fact, and the Vice President of Student Services. The expenditure or contribution of campus organization funds is prohibited where the purpose of the expenditure or contribution would be for any of the following:

(1) An illegal or improper purpose.
(2) A purpose which would conflict with the authority.
(3) An activity which is not sponsored on behalf of all the members of the campus organization.
(4) The person or entity to which the contribution or expenditure is made is not properly accountable for the use of the funds.
(5) The person or entity to which the expenditure or contribution is made is not properly identified or organized to assure that the use of student funds will be for a purpose

III. RULES AND REGULATIONS

Chartered clubs and organizations shall be subject to the following requirements:

(a) Club and organization activities shall comply with College Standards of Student Conduct.

(b) Charter clubs shall file a written constitution and roster of officers and members in the Student Affairs office.

(c) Officers shall be regular students (as defined in Section I of the Associated Students Government Constitution) who are in "Good Standing" and who have not completed 70 degree applicable units. A current list of officers shall at all times be on file in the office of the Dean of Student Development & Campus Events.

(d) Members of the club shall be enrolled in at least 6 units. Academic and honor clubs may have fewer than eight members when approved by the Student Affairs Committee.

(e) Organizations shall avail themselves to faculty members and shall secure the services of a certificated faculty advisor.

(f) All club receipts and expenditures must be maintained by the College's banking facilities and shall be subject to review by the Vice President of Student Services. All receipts and

SOCIAL FUNCTION ACT

Amended by Board of Trustees action, 8/9/78, 8/8/79, 10/09/91
Policy administered by the Dean of Student Development & Campus Events

ELECTIONS CODE ACT OF 1968

Amended by Board of Trustees action, 8/4/71, 8/15/73, 9/10/75, 12/11/85, 10/14/87, 10/09/91, 5/2/07, 9/14/09, 6/1/11

Policy directed by the Associated Students Government Rules Committee

I. GENERAL PROVISIONS

(a) Publicity regulations must be followed and candidates may begin their campaign at any time during the academic year.

(b) All properly certified candidates must be present at a meeting at which the rules governing the election shall be explained by the Elections Officer. This meeting shall take place at the Elections Officer's pleasure.

(c) Polls shall be open from 8:45 a.m. to 4:00 p.m. and from 6:30 p.m. to 9:00 p.m. on the first day of voting and from 8:45 a.m. to 2:00 p.m. on the second day.

(d) No campaigning may take place within 50 feet of the polls.

(e)

Imperial Valley College
Election Ballot

INSTRUCTIONS TO VOTERS:

To vote for ot002 Tc.S:

candidates in the second election. Th

(c) Once the count has started, no counter may leave the room until the count has been completed.

(d) Each candidate may have one representative present during the count as an observer. They may not take an active part in the ballot counting and shall abide by all rules concerning ballot counting.

(e) The validity of all ballots will be determined by the Election Officer.

PLEBISCITE CODE OF 1974

Policy directed by the Associated Students Government Rules Committee

I. GENERAL PROVISIONS

(a) Publicity regulations must be followed and publicity may begin at any time during the academic year.

(b) Polls shall be open from 8:45 a.m. to 4:00 p.m. and from 6:30 p.m. to 9:00 p.m. on the first day of voting and from 8:45 a.m. to 2:00 p.m. on the second day.

(c) No campaigning may take place within 50 feet of the polls.

(d) An ad hoc Elections Committee may be appointed by the President, with approval of the Senate, and shall consist of three members, with the Elections Officer serving as chairperson.

(e) In the event of Elections Code violations, the Elections Committee may recommend that the Senate invalidate the election results, and/or disqualify the candidate(s) involved in the violation.

(f) The results of the election shall be posted outside the Student Affairs Office as soon as they have been tabulated. All campaign materials must be removed from the campus the following day.

(g) Candidates shall have ten school days from the announcement of returns to contest the election results. Ballots may not be destroyed within this ten school day period.

(h) All ballots for the Associated Students Government election shall be headed as follows:

Imperial Valley College
Election Ballot

INSTRUCTIONS TO VOTERS:

To vote, place a cross (+) in the voting square next to your selection. Where two or more choices for the same item are to be selected, place a cross (+) next to the choices for which you desire to vote, not to exceed, however, the total number of choices to be selected.

All other marks or erasures are forbidden and make the ballot void.

If you wrongly mark, tear or deface this ballot return it to the inspector of election and obtain another.

(i) The California Elections Code will be the reference for all questions concerning elections.

(j) All students will be eligible to vote in any and all elections of the Association.

(k) The Rules Committee shall draft all ballots for plebiscites for Senate approval.

(l) Plebiscites shall be held no sooner than two (2) weeks following Senate approval.

II. RULES PERTAINING TO BALLOT COUNTING

(a) The Elections Officer will submit a report to the Senate one week prior to the plebiscite outlining the method and procedures for ballot counting.

(b) Immediately following the closing of the polls, a ballot count will take place in a predetermined room on campus. The Elections Committee, with the Elections Officer presiding, and not less than ten (10) counters must be present for the count.

(c) Once the count has started, no counter may leave the room until the count has been completed.

(d) The validity of all ballots will be determined by the Elections Committee and/or Elections Officer.

MAN AND WOMAN OF THE MONTH AWARD ACT OF 1970

Amended by Board of Trustees action, 10/2/72, 8/8/79, 9/10/80, 4/30/12

Policy directed by the Associated Students Government Senate

(1) The purpose of this Act is to make possible the recognition of students for service given to the College or a campus organization during any given month of the academic year.

(2) A chairperson shall be appointed in April by the Associated Students Government President and confirmed by the Senate for a term ending the following April.

(3) The co-chairperson shall be a different Senate Member each month during the academic year starting in September, in alphabetical order through the Senate.

(4) The advisor shall be a different faculty member each month during the academic year. This faculty member shall be a Division chairperson starting inverse alphabetical order through the names of the divisions. If a Division Chairperson cannot serve, he will be replaced by the Division Chairperson next in line.

(5) The fourth member shall be a different club president each month rotating in alphabetical order by club name.

(6) The award does not have to be given monthly.

(7) A student may not receive the award more than once during an academic year.

ON-CAMPUS LITERATURE ACT

Amended by Board of Trustees action, 8/4/71, 9/10/75, 9/8/76, 8/9/78, 12/11/85, 10/14/87, 10/09/91

Policy directed by Associated Students Government Rules Committee

As provided in the Standards of Conduct, students have freedom of expression and the right to communicate ideas. Students and campus organizations in good standing may circulate petitions, circulars, newspapers and other printed matter and are entitled to use ca 11.03ittd,

(a) Time: The time of distribution shall be such so as not to disrupt classes or other campus activities.

(b) Place: The place of distribution shall be only in such areas and in such a manner that does

IV. PROHIBITIONS

The following forms of expression shall be prohibited on campus (this section applies to all student publications, including the student newspaper):

(a) Material which is obscene according to current legal definitions.

(b)

REVENUE AND TREASURY ACT OF 1968

Amended by Board of Trustees action, 8/4/71, 8/15/73, 1/4/74, 9/10/75, 8/9/78, 8/ 8/79, 10/9/91, 9/14/09, 6/1/11

Policy directed by Associated Students Government Finance Committee

I. CHARGES, FEES AND ADMISSIONS OF THE ASSOCIATED STUDENTS GOVERNMENT

(a) There may be a voluntary activities sticker on sale to all students registered at Imperial Valley College. The charge for the sticker shall be $5.00 per semester. The holders of the sticker shall receive free admission to all athletic events and other benefits as approved by the Associated Students Government Senate.

(b) All students are considered regular (full-time) or associate (part time) members of Associated Students Government with appropriate voting and club membership privileges, whether or not they choose to purchase an activities sticker.

(c) Since the Associated Students Government activities stickers are voluntary, there shall be no refund policy.

(d) Questions concerning damaged or lost activities stickers, or benefits to cardholders should be referred to the Associated Students Government Finance Committee.

(e) There shall be no admission charge to any lecture and/or concert program sponsored by and funded in whole, or in part, by the Associated Students Government.

(f) Except as otherwise provided for herein, no charges, fee, admissions, rates, prices, or any other levy shall be assessed on members of the Associated Students Government without the prior approval of the Senate and the Dean of Student Development & Campus Events.

II. CAMPUS STUDENT ORGANIZATIONS

(a) The Senate may award bids to recognized campus student organizations for the annual Arab Sweetheart Dance.

(b) Funds left on deposit by a defunct campus student organizations (one which has been dissolved or disbanded for two consecutive semesters) shall be escheated to the Associated Students Government. The Associated Students Government shall not be responsible for the debts or other obligations of any campus student organization.

(c) Fees or other charges shall not be levied upon campus student organizations without the prior approval of the Senate.

(d) Loans may be advanced to recognized campus student organizations from the Loan Fund Reserve free of interest, provided that such loans shall be repaid in full within sixty days.

III. SALES ON CAMPUS

(a) The right to conduct sales of items (food, novelties, art work, etc.) is limited to chartered campus student organizations and is subject to the approval of the Associated Students Government Senate.

(b) Individual faculty members, staff, students and invited guests who wish to conduct sales of items (food, novelties, art work, etc.) must receive approval from the Student Affairs Committee.

(c) Chartered student organizations may conduct on-campus dances or other fund-raising activities subject to the advance approval of the Associated Students Government Senate.

IV. BUSINESS OFFICERS OF THE ASSOCIATION

(a) There may be business officers of the Association.

(b) Each business officer shall take office no earlier than the first day of May in each year and serve until the last day of April in the following year, subject to the conditions set forth below.

(c) Each business officer shall be elected by a majority of the Senate from a list of three candidates submitted by the Associated Students Government President. No student shall be elected to the office, or shall continue to serve in the office, who fails to meet the

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STUDENT OFFICES ACT OF 1971

Adopted 10/11/71, 10/09/91

Policy directed by the Associated Students Government Rules Committee

(1) The term of office lease shall be one semester. Applications may be submitted to the Rules Committee by any chartered campus organization or student leader desiring office space and indicating the nature of need for the office. An interview of the club representative or student leader may be required in addition to the application. Upon recommendation of the Rules Committee, selection of tenants for each office will be made by the Associated Students Government Senate.

Applications for Fall semester occupancy will be accepted no later than Friday of the first full school week. Assignments will be made the second week of the semester.

All leases will terminate on the last day of final examinations.

A cleaning deposit of $10.00 will be required of each club or student leader occupying an office. The deposit must be paid by the second week of occupancy. Damages to the office, if any, will be assessed by the Maintenance Department one week before the termination of the lease.

A refund of the cleaning deposit will be made to each occupant one week after the termination of the lease if the Maintenance Department finds no damage to the office.

(2) Use of one office may be reserved for the student newspaper staff. More than one club or student leader may be assigned to an office. Office facilities will be shared equally by multiple users of the office.

The Association will provide furniture for the offices consisting of a desk and file drawer with lock. Keys to the file may be checked-out through the secretary to the Dean of Student Development & Campus Events.

Each club or student leader may install and use a private telephone. All expenses and responsibilities of such telephones are assumed by the club or student leader. The Association disclaims any liability related to club or student leader office telephones.

(3) Offices may not be used for club meetings, since adequate facilities are provided by the Conference Room and other rooms scheduled by the Student Affairs office.

(4) The Rules Committee may at any time evaluate the use of the offices and report their findings to the Senate.

(5) The Senate reserves the right to terminate the lease of a club office at anytime. A two-thirds vote shall be required.

CERTIFICATES OF ELECTION OR APPOINTMENT

Amended by Board of Trustees action, 8/9/78, 10/09/91

Policy directed by the Associated Students Government Senate.

Certificates of Election or Appointment shall be signed by the Associated Students Government President and the Dean of Student Development & Campus Events for the following positions:

1. Associated Students Government President
2. Associated Students Government Vice President
3. Associated Students Government Secretary
4. Associated Students Government Treasurer
5. Associated Students Government Parliamentarian
6. Associated Students Government Members
7. Associated Students Elections Government Officer
8. Members of Associated Students Government Committee on Rules
9. Members of Associated Students Government Committee on Finance
10. Chairperson and vice-chairperson of Associated Students Government Athletics Commission, Campus Culture Commission, Student Activities Commission, Student Affairs Commission, and the Student Publicity Commission.

IMPERIAL VALLEY COLLEGE HEARING PROCESS

Adopted by Board of Trustees action, 9/15/76; amended 8/9/78, 8/8/79

STANDARDS OF STUDENT CONDUCT

Adopted by Board of Trustees action, 8/4/71; amended 9/10/75, 8/1/77, 8/9/78, 8/8/79, 11/14/84, 10/09/91, 3/21/12

Questions should be directed to the Dean of Student Development & Campus Events

Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Free inquiry and free expression are indispensable to the achievement of these goals. As members of the College community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students at Imperial Valley College may rightfully expect that the faculty and administration will maintain an environment where there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on campus. As members of the College community, students shall be encouraged to develop the capacity for critical judgment and to exercise their rights to free inquiry and free speech in a responsible non-violent manner.

Students shall assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall observe the rules and regulations of the College and shall refrain from conduct which interferes with the College's teaching and administration, or which unreasonably interferes with the rights of others. Misconduct while on the college campus or at a College-sponsored fu3( )522 nction, o

(9) Disorderly, lewd, indecent, or obscene conduct or expression.

(10) Assault, battery, or the threat of force or violence directed toward any member of the College community or campus visitor.

(11) Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and possession, use, or distribution of alcohol.

(12) Possession, while on the College campus or at a College sponsored function, of any instrument or weapon of a kind commonly known as a blackjack, fire bomb, billy club, brass knuckles, dagger, or firearm (loaded or unloaded) such as a pistol, revolver, or rifle, or any knife having a blade longer than five (5) inches, any switch-blade longer than two (2) inches, or any metal pipe, bar, or instrument used, or intended to be used as a club, or to be used to threaten bodily harm.

(13) Commission of any crime on campus, or commission of a crime off-campus, when such off-campus crime is of such a nature that the College needs to impose sanctions in addition to those imposed by the criminal authorities for the protection of other students, or to safeguard the academic process.

DISCIPLINARY ACTION

Students and campus organizations must comply with the Standards of Student Conduct established by the Board of Trustees of the Imperial Community College District in collaboration with the College faculty, administration and students. Violations of such rules are subject to the following types of disciplinary action which shall by administered by appropriate College authorities in accordance with the Due Process Disciplinary Procedures. Penalties are listed in degree of severity, but not necessarily in chronological order of administration.

(1) WARNING - Notice to the student or organization that continuation or repetition of specified conduct may be cause for further disciplinary action.

(2) REPRIMAND - Written reprimand for violation of specified rules. A student or organization receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in formal disciplinary action.

(3) DISCIPLINARY ACTION - Exclusion from participation in privileges or extra-curricular College activities set forth in the notice of disciplinary probation for a spec(t)8(i)-3(p)2(r)-Tc 0 Tn.

(5) SUSPENSION- A student may be suspended by the Governing Board, the Superintendent/President or his designee, or by an instructor for good cause as related to College activity or attendance. The Superintendent/President or his designee may suspend a student: (a) from one or more classes for up to 10 (ten) days of instruction; (b) from one or more classes for the remainder of the school term; or (c) from all College classes and activities for one or more terms.

Removal by Instructor - An instructor may remove a student for the day of removal and the next class meeting. Such action must be immediately reported to the Superintendent/President. During the period of removal the student may not be returned without the consent of the instructor.

(6) EXPULSION - An expulsion is a long-term or permanent denial of all campus privileges, including class attendance. When applied to a campus organization, expulsion refers to denial of all charter privileges for a like period of time. Students and campus organizations may be suspended from all campus privileges, including class attendance, while appeals and hearings are in progress. The Governing Board may expel when: (a) other means of conviction fails to bring about proper conduct, or (b) presence of the student causes a continuing danger to the physical safety of the student or others

CONDUCT OF NON-STUDENTS

(1) Persons who are not students or employees of the College, while on College property, shall be required to adhere to the Standards of Conduct applicable to students and to abide by campus policies and regulations. Non-College persons shall address meetings on campus only pursuant to an invitation from the Governing Board, members of the teaching staff, administration, or chartered student organizations (See Campus Speakers Policy).

(2) All persons on College property shample to stins on Ct2(s)-2(jdTj EMC /P <(i)-5(ons)-2(.)1-4(e)9(s)-2(e)-5A

(3) DISCIPLINARY APPEALS BOARD - The College shall establish a Disciplinary Appeals Board which shall be made up of the members of the Student Affairs Committee. The Disciplinary Appeals Board shall select one faculty member to act as chairperson. In no event shall the Dean of Student Development & Campus Events sit or act as a member of the Disciplinary Appeals Board.

(4) PROCEDURES PRELIMINARY TO DISCIPLINARY ACTION - Disciplinary action may be recommended by the Disciplinary Authority for violation of one or more of the Standards of Conduct. In advance of the imposition of disciplinary action, the Disciplinary Authority shall interview the concerned student or organization officers for the purpose of discussing the misconduct of which the student or organization is accused and the disciplinary action, if any, which will be recommended.

(5) INITIATION OF DISCIPLINE - -20 S3mN 2(om)2(ea) 0(i)-s aA 7pg4165io4165n4-2' 0r-s 114if(s 114 to4165

(7) HEARING BY DISCIPLINARY APPEALS BOARD - If the student, or his/her parent, guardian, or the campus organization appeals the notice of disciplinary action recommendation described in Section 5 in the manner prescribed in Section 6, the Disciplinary Appeals Board shall conduct a hearing upon the charges contained in the notice of disciplinary action. The appellant shall be given not less than forty-eight (48) hours advance notice of the time, date and place of said hearing. The Disciplinary Authority recommending the discipline shall be present at the hearing and the appellant and his/her parent or guardian shall have a right to be present.

Both the appellant and the Disciplinary Authority may be represented by counsel.

The hearing will concern itself with the question of whether the alleged act and/or omission contained in the notice of disciplinary action and giving rise to the recommended disciplinary action, did in fact occur, and whether the act and/or omission constituted a violation of the standards cited in the notice, and, if so, what disciplinary action should be recommended. During the hearing the Disciplinary Authority shall be allowed to present evidence in support of the charges contained in the notice of disciplinary action and concerning the propriety of the discipline recommended. The appellant shall have the right to present evidence refuting such charges and explaining the impropriety of the discipline recommended. Either party or their counsel may cross-examine witnesses at the hearing.

Hearings shall be conducted in a closed meeting, unless the appellant has expressly requested an open hearing. The Disciplinary Committee shall record the proceedings either by use of a tape recorder, or by a stenographic reporter. At the conclusion of the hearing, the Committee shall render a written decision, based upon a majority vote, which shall contain finding of fact and conclusion regarding the issue of whether the act and/or omission charged occurred, whether it constituted a violation of the Standards of Student Conduct, and the type of disciplinary action, if any, which it recommends.

(9) DECISION BY COLLEGE PRESIDENT - The disciplinary action recommended by the Disciplinary Appeals Board shall be transmitted to the Superintendent/ President for his approval, rejection, or modification. Neither the student nor his/her parent or guardian or the organization where applicable, shall have a right to a hearing by the Superintendent /President. If the Superintendent/President decides to recommend expulsion, his decision shall be referred to the Governing Board of the District for approval, rejection, or modification.

(10) ACTION BY THE GOVERNING BOARD

ACCESS TO STUDENT RECORDS AND CHALLENGE PROCEDURE

Adopted by Board of Trustees action, 9/10/75; amended 8/9/78, 8/8/79, 10/09/91

Questions should be directed to the Dean of Student Development & Campus Events

(1) **RELEASE OF STUDENT RECORDS**

In accordance with Federal regulations, Imperial Community College District will provide students who are, or have been in attendance at Imperial Valley College an opportunity for a hearing to challenge the content of such students' educational records in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein and-5(n o)11(r)-4(d3TD 4 >>BDC 9)-3(h)13(6(i

(c) Student Record Challenge Appeals Board - The College shall establish a Student Record Challenge Appeals Board which shall be made-up of faculty and student representatives of the Admissions, Registration and Petitions Committee. The Board shall select one member to act as chairperson. In no event shall the Registrar sit, or act as chairperson.

(d) Procedures Preliminary to Student Record Challenge Process - An enrolled student wishing to challenge any information contained in his/her educational records at Imperial Valley College shall contact the Registrar and shall provide a written explanation of the basis for the challenge.

(e) Initiation of Student Records Challenge - At, or after, the conclusion of the interview (or after the student fails to attend the interview, proper notice having been given) by the student, record challenges may be resolved by the Student Record Challenge

IMPERIAL VALLEY COLLEGE
STUDENT'S COMPLAINT POLICY

Adopted by the Board of Trustees 11/15/95, 3/21/12

The purpose of these procedures is to provide a prompt and equitable means for resolving student complaints. A complaint is defined as an actual or supposed circumstance that adversely affects the grades, status, or rights of a student. Complaints concerning course grades are permitted to the extent that such complaints allege mistake, fraud, bad faith or incompetence as set out in Education Code Section 76224(a).

A student who contends that he/she has been treated unfairly has the right without fear of reprisal to right an alleged wrong. This complaint policy applies to unfairness as it relates to areas such as but not limited to:

Assignment of grades	**Deviation from course content**
Access to classes	**Refusal of instructor to confer with a student**

This policy does not apply to:

1. Student Code of Conduct issues.

2. Allegations of discrimination based on race, color, national origin, sex (including sexual harassment), disability, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color or national origin), Title IX of the education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (pertaining to disability) and the Age

The supervisor must respond orally within ten (10) instructional days of the complaint.

FORMAL RESOLUTION

Step 3 If an informal resolution does not occur within ten (10) instructional days of the supervisor's response, a student may submit a complaint form (form may be found at the back of the handbook) to the Vice President for Academic Services regarding academic matters or the Dean of Student Development & Campus Events regarding non-academic matters.

The Vice President for Academic Services, Vice President for Student Services or the Dean of Student Development & Campus Events will respond in writing to the complaint within ten (10) instructional days of receipt of complaint.

Students' Complaint forms are available from:

Dean of Student Development & Campus Events	Student Affairs	Bldg. 1000
Director of Disabled Student Programs & Services	DSP&S Office	Bldg. 2100
Title IX Officer	Counseling Center	Bldg. 100

Step 4 If a student is not satisfied with the decision made by the Vice President for Academic Services or the Vice President for Student Services or the Dean of Student Development & Campus Events, a student may request a hearing within five (5)

c. Hearings and the investigation and gathering of evidence conducted pursuant thereto shall be considered confidential unless all partie

(g) Hearing by Student Petition Committee - If the student appeals the notice of student record action described in Section 5 in the manner described in Section 6, the Student Petition Process Authority recommending the action shall be present at the hearing and the appellant shall have a right to be present.

Both the appellant and the Student Petition Process Authority may be represented by counsel. The hearing will concern itself with the question requested in the written petition described in Section 4. During the hearing the Student Petition Process Authority shall be allowed to present evidence in support of his/her decision and the appellant shall have his/her request. Either party, or either counsel may cross examine witnesses at the hearing.

Hearing shall be conducted in a closed meeting unless the appellant has expressly requested an open hearing. The Student Petition Committee shall record the proceedings either by use of a tape recorder, or by a stenographic reporter. At the conclusion of the hearing the committee shall render a written decision, based upon a majority vote, which shall contain findings of fact and conclusions reached regarding the issue.

(h) Decision by Superintendent/President - The student records appeal action recommended by the Student Petition Committee shall be transmitted to the Superintendent/President for approval, rejection, or modification. The decision of the Superintendent/President shall be final and any action shall take effect from the date of said decision.

OFF-CAMPUS CODE OF CONDUCT FOR IMPERIAL VALLEY COLLEGE AND THE CALIFORNIA COMMUNITY AND JUNIOR COLLEGE ASSOCIATION

Adopted CCJCA Executive Board 5/29/64
Adopted by the Board of Trustees with Amendments 8/8/79

Questions should be directed to the Dean of Student Development & Campus Events

(3) DISCIPLINARY ACTION

(a) Any violation of the Code of Conduct shall be referred for action to the Dean of Student Development & Campus Events, or other appropriate College administrator.

(b) Any action by the College such as conduct probation, suspension, etc., shall be in addition to action taken by the group, conference organization concerned, or law enforcement.

(4) RESPONSIBILITIES OF FACULTY MEMBERS AND CLUB ADVISORS ON OFF-CAMPUS TRIPS

(a) Each faculty member is responsible for the actions of his/her students.

(b) Violations of the Code of Conduct should be reported to the Dean of Student Development & Campus Events, or other appropriate College administrator immediately upon return to the campus.

(c) Disciplinary action shall be taken at the event and shall include disqualification from participation in the event. In some cases the conference itself may have a code and disciplinary rules with which each advisor should be familiar. Should disciplinary action take place at the event, the College may take further action after the matter has been taken under consideration by the Dean of Student Development & Campus Events, or other appropriate College administrator.

(d) It is highly desirable that, whenever possible, the advisor's room be located adjacent to those of the students.

(e) Student participants are to accompany the group both to and from the event, unless prior approval has been granted by the Dean of Student Development & Campus Events, or other appropriate College administrator.

CAMPUS SPEAKER POLICY

INTRODUCTION OF GUEST SPEAKERS

Questions should be referred to the Dean of Student Development & Campus Events

The Student Affairs Committee recommends that the following procedure be promulgated throughout the campus as a means of coordinating all campus appearances of guest lecturers (excluding rental of facilities under the Civic Center Act). This procedure, of course, must allow for flexibility.

(1) All guest lecturers' programs shall be controlled by a faculty member who shall

MODEL CONSTITUTION FORM

Policy directed by Associated Students Government Rules Committee

A. General Comments

A constitution and bylaws for any club or organization provide needed continuity. As membership changes, the constitution and bylaws remain and guide the members so that the original purpose and principles of the organization are not forgotten or lost.

The constitution should lay down the fundamental principles on which the organization is to operate. The bylaws establish the rules by which it is to function. The bylaws should be more easily amended and altered than the constitution. The constitution should be simple enough to allow the members some flexibility as to the conduct of the organization. A constitution should fit the needs of the organization and not be a carbon copy of the constitution of another organization.

Procedures must be included for amending the constitution. Through experience it will at times become obvious that certain changes will benefit the group.

At other times a constitution may become so outdated that it will need to be completely rewritten or revised. In these cases the constitution is rewritten and approved or rejected by a vote of the membership. If adopted, the old constitution is discarded and the new constitution becomes the governing instrument of the organization.

All changes or revisions of constitutions must be presented to the Dean of Student Development & Campus Events.

B.

Article V. Meetings
Section 1

GUIDE TO PARLIAMENTARY PROCEDURE

This guide to parliamentary procedure will be an aid to the chairperson in performing his/her job. He/she should refer to Robert's Rules of Order for final decisions.

ROBERT'S RULES OF ORDER
Revised Edition
Final and complete authority on parliamentary procedure.
Hard Cover Edition

(1) TO PRESENT AND DISPOSE OF A MOTION

- (a) Member rises and addresses the chair.
- (b) Member receives recognition by chair.
- (c) Member proposes a motion.
- (d) Another member seconds motion.
- (e) Chair calls for a vote on the motion.
- (f) Senate debates or discusses motion.
- (g) Chair calls for a vote on the motion.
- (h) Chair announces results of the vote.

(2) PURPOSE OF MOTIONS

- (a) Main motion – brings questions before the senate for consideration.
- (b) Subsidiary motion – for the purpose of modifying or disposing the main motion under discussion.
- (c) Privileged motions – have no connection with main motion, but are of importance to demand consideration.
- (d) Incidental motions – miscellaneous motions which cannot be placed in any of the three groups listed.

(3) USE OF MOTIONS

- (a) May it interrupt a speaker?
- (b) Does it require a second?
- (c) May it be debated?
- (d) What vote is required to carry it?
- (e) Are there other motions that apply?
- (f) May it be proposed again if lost?
- (g) What is its rank or precedence?

(4) SIGNIFICANCE OF THE RANK OF MOTIONS

- (a) The motions are in order of precedence.
- (b) The specific main motions have no precedence.
- (c) No two main motions may be pending at the same time.
- (d) Incidental motions have no order of precedence among themselves.
- (e) Any one of them may be proposed when a situation arises that requires it.

(5) CHART OF PRECEDENCE OF MOTIONS SYMBOLS:

INSP - May interrupt a speaker; NSR - no second required; ND - not debatable; LD - limited debate; OMQ - opens main question to limited debate; OMQ - opens main question to debate; 2/3 - requires 2/3 vote for adoption.

(a) Privileged Motions:

To fix time at which to adjourn (LD)
To adjourn (unqualified) (LD)
To take a recess (LD)
To rise to a question of privilege
(INSP, NSR, ND)
To call for orders of the day
(INSP, NSR, ND)

(b) Subsidiary Motions:

To lay on the table (ND)
To call for the previous question (ND, 2/3)
To limit or ex>BDC -24.935 -1.141 Td ( )Tj 3.261 0 Td ( )Tj 0.005 Tc -0.005 Tw0 Tc 0 Tw 1.

APPENDIX

The following forms
Can be picked up in the
Student Affairs Office

Any Questions should be referred to the Dean of Student Development & Campus Events

A. Activity

1. Name of Organization_____
2. Type of Event_____
3. Location of Event_____
4. Date of Event_____
5. Times of Event_____

B. General Information

1. This form must be submitted two weeks or two regularly scheduled senate meetings in advance of the event to the Student Affairs Office.
2. Enter the event for tentative approval on the campus master calendar through the Student Affairs Specialist.
3. Submit the necessary facility request and work orders with this form to the Student Affairs Office.
4.

Adopted by Board of Trustees resolution #3437, 10/11/72
Amended 10/8/73, 9/10/75, 9/9/81, 10/09/91

A. ACTIVITY

(1) Name of Organization_____

(2) Type of Event_____

(3) Type of Food_____

(4) Location of Event_____

(5) Date of Event _____ Time:_____

All requests for Food Sales (or Gifts) must be submitted **two weeks or two regularly scheduled Senate Meetings in advance**. Supervision shall be by the Food Sales Committee and any additional persons the Administration may appoint from time to time.

B. POLICY

REQUEST FOR CHARTERED STATUS

(must be resubmitted each semester)

SEMESTER_____

Policy directed by Associated Students Government Rules Committee

NAME OF ORGANIZATION_____

LIST OF OFFICERS:

	Print Name	Signature	Student I.D #
President			
Vice-President			
Secretary			

We have reviewed the Campus Organization Act and understand the requirements of chartered status:

	Print Name	Signature
CLUB PRESIDENT		
FACULTY ADVISOR		

LIST OF CLUB MEMBERS (minimum of eight (8) members who are students).

PRINT NAME	SIGNATURE	Student I.D #

Administratively approved for renewal of club charter:

_____ _____

Chairperson, A.S.G. Rules Committee Date

_____ _____

Dean of Student Development & Campus Events Date

PERMANENT RECORD OF
STUDENT ACTIVITIES FORM

Policy directed by Dean of Student Development & Campus Events

On petition of the student, it is possible for participation in Student Activities to be entered on the permanent record of the individual. Two types may be included:

1. **Elective offices**
2. **Scholastic honors**

The student should list below the activities that he/she wishes to have entered on his/her permanent record, and obtain the signatures of the sponsor of the organization concerned.

Elective Office	**Inclusive Dates**	**Sponsor**

Scholastic Honors	**Date**	**Sponsor**

I hereby petition that the following information be entered on my permanent record at Imperial Valley College.

_____
Signature

_____
Student I.D #

_____
Date

ELECTION APPLICATION

Policy directed by Associated Students Government Rules Committee.

I, _____ Student I.D #_____
(Print name as it is to appear on ballot)

hereby request that my candidacy be certified for the office of President/Senate member of the Associated Students Government of Imperial Valley College. If my candidacy is certified, I agree to abide by the regulations governing this election.

Date _____

Phone#_____ **_____**
Candidate's Signature

Three-word title to appear on ballot
(OPTIONAL):_____

*****

ASSOCIATED STUDENTS
GOVERNMENT APPLICATION

Policy directed by Associated Students Government Rules Committee.

Name_____ **Student I.D #**_____

Please answer the following questions in the space provided. Your responses will be used as a method of evaluating your candidacy.

(1) Why do you feel you are qualified to be a member of the Senate?

(2) What do you feel you could accomplish as a Senate member that would benefit the student body?

Candidate's Signature_____ **Date** _____

Telephone #_____

****

I hereby certify the eligibility of _____ for the office of Senate member of the Associated Students.

_____ Date:_____

Dean of Student Development & Campus Events

Office use only:

_____ Approved _____ Disapproved _____ Student Notified

I

STANDARD ENGAGEMENT AGREEMENT

The undersigned Artist(s) and Purchaser agree to the following terms and conditions for the engagement herein described below:

1. **Name under which ARTIST(S) operates:**

_____

2. **Name of Purchaser:**

_____

City: _____ **State:** _____ **AC & Phone:** _____

3. **Date of Agreement:** _____

4. **Official Institution Representative:** _____

5. **Agreed price for engagement & how paid:** _____

6. **Performance Date & Day:** _____

7. **Performance Place:** _____

   Address: _____

8. **Length of Performance:** _____ **9. Arrival Time:** _____

10. **Show time:** _____ **11. Rehearsal Time:** _____

12. **Type of Engagement:** _____

13. **Personnel Reports To:** _____

14. **If riders are to be made apart of this agreement indicate below:**

    Purchaser _____ **Artist** _____ **Agent** _____

15. **Additional agreement provisions:** _____

_____

It is understood that the Artist(s) executes this agreement as an independent contractor and is not an employee of the Purchaser and the Artist(s) shall have the exclusive control over the means, method and details of fulfilling his/her obligation under this contract, except for performance time(s) and minimum and maximum length of act.

Artist(s) agrees to perform and discharge all obligations as an independent contractor under any and all laws, whether existing or in the future, in any way pertaining to the engagement hereunder, including but not limited to Social Security laws, Workers' compensation Insurance, Income Taxes, State Employment, Insurance taxes, or contributions, Public Liability Insurance; and Artist(s) will hold purchaser harmless against any such laws as well as against all Union claims for welfare payments.

Artist(s) represent(s) that in performing his/her (their) act under the terms of this contract, they are not infringing on the property right, copyright, patent right or any other right of anyone else; and if any suit is brought or a claim made by anyone that anything in conjunction with the ownership or the presentation of said act or appearance is an infringement on the property right, copyright, patent right or other rights, Artist(s) will indemnify the Purchaser against any and all loss, damage cost, attorney fee or other loss whatsoever by reason of Booking Agency permitting or allowing the presentation of the act or attraction called for herein.

The agreement of the Artist(s) to perform and the Purchaser to complete the terms of this contract is subject to proven detention by sickness, accidents, riots, strikes, epidemics, act of God, or any other legitimate conditions beyond their control.

Any controversies arising between the Artist(s) and the Purchaser pertaining to this contract shall be resolved by the Courts of the State wherein the engagement is performed.

The Purchaser, in signing this contract warrants that he/she sign as a properly authorized representative of the institution and does not assume any personal liability for meeting the terms of the contract.

Date:_____ **Contact Person:**_____

ARTIST:_____ **PURCHASER:**_____

Address:_____

Address:_____

Agreed by:_____ **Agreed by:**_____
(Artist or Authorized Signature) **(Official Institution Representative)**

By:_____ **By:**_____

Please print or type this form and return it to:

Check one:

4.

Please print or type this form and return it to:

Check one: